

ARIZONA SET ASIDE PROCUREMENT PROGRAM

COMMITTEE MEETING 100 N. 15TH AVE., SUITE 104

MINUTES

Wednesday, February 8, 2006

Attendance:

Members Present:

Jean A. Clark, Chair, ADOA
Les Anderson, AIB
Susan Bayer, Parks

Bill Branson, ACI
Jordann Corrillo, DES
Loretta Cooley, Commerce

Sylvia Farley, DOC
Bev Hermon, AAPPD
Bertha Whitby, ADOT

Members Absent:

none

Others in Attendance:

Joyce Wells, Goodwill
Virginia W. Hayes, Quality
Connections

Armando Bernasconi, Quality
Connections
Clayton Hopkins, TCH

D. Williamson, Beacon Group

Minutes:

- I. Call to order.** Jean Clark, Chair, called the meeting to order at 1:31 PM.
- II. Roll call.** Committee and other attendees introduced themselves. Jean introduced new staff to the committee; Christine Fruitman, her Executive Assistant and note taker, and Tracey Sotelo, Contracting Officer.
- III. Announcements.** Jean briefly talked about some changes to the process of the committee. She plans to get the agenda and related information to the committee two weeks prior to the meetings so that the members will have time to review and be prepared to vote on actions at the meetings.
- IV. Approval of minutes.** Bertha Whitby, ADOT, moved to approve the minutes from the November 9, 2005 meeting. Loretta Cooley, Commerce, seconded. There was no discussion. Motion passed unanimously.
- V. New application review.** There were no submittals for next meeting.
- VI. Contract items review.**
 1. Contract # AD020162, ACI Institutional Furniture. This item was tabled at the November meeting. The current contract expires next month with no extensions available. The decision before the committee was to approve or disapprove products requiring price adjustments. Bill Branson, ACI gave a brief overview of the reasons for making price adjustments. Sylvia Farley, DOC, moved to approve changes. Bertha Whitby, ADOT, seconded. Motion passed unanimously.
 2. Contract # AD020163, ACI Office & Computer Furniture— Wood Laminate. Bill Branson, ACI, requested that this item be tabled until the next meeting. Jean Clark, Chair, granted this request.

3. Contract # AD040090, Parks and Recreation Equipment. There are requested price increases due to changes in market costs. Bev Hermon, AAPPD, moved to approve changes. Bertha Whitby, ADOT, seconded. Motion passed unanimously.
4. New linen contract. ACI and AIB requested and establishment of a new contract with ACI producing wash clothes and towels and AIB retaining pillow cases. AIB cannot cost effectively continue producing wash clothes and towels due to changes in supply. The proposed new contract would offer one weight and one size in wash clothes and towels. Sylvia Farley, DOC, moved to approve the wash clothes and towels contract. Bertha Whitby, ADOT, seconded. Motion passed unanimously. Bertha Whitby, ADOT, moved to approve the pillow cases contract with AIB. Bill Branson, ACI, seconded. Motion passed unanimously.

VII. Program name designation. A possible name change was discussed. The goal for the new name would be something that is explainable to the users. Also suggested adding a tag line to designate the non profits. Jean suggested that the committee talk about it in their work groups and research be done into similar programs in other states. Discussion was then tabled for the next meeting.

VIII. EPS staff reports – Informational only.

1. Bike Racks. Follow up discussion from the August and November 2005 meetings. Contract is finished. ACI has 5 new line items available.
2. Regulatory/School Signs. Contract completed. All information will be available next week.
3. Sponges/Scrubbing Pads. The contract is complete and will be set up with the vendors in the next couple of weeks. Also noted were three separate contracts for Janitorial Services involving ADOA managed buildings.

IX. Proposed meeting dates & times. The committee preferred to keep the schedule as it is presently set up. Then next meeting will be April 12, 2005.

X. Future agenda items. Kevin Webster from TCH announced that they feel they are in a position to go statewide in April for document destruction. He will meet with Tracey to discuss. Also, a proposal for laser cartridges will be submitted to Tracey this week by Quality Connections.

XI. Committee comments and suggestions. Les Anderson, AIB, announced that AIB is seriously pursuing separation from the state and transitioning into a non-profit organization. Jean suggested that her office put together a timeline for upcoming VIP contracts so that the committee can incorporate this schedule into the meetings. Bill Branson, ACI, expressed appreciation for the binders and the amount of information provided in advance of the meetings.

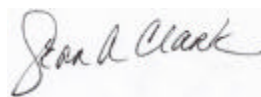
XII. Call to the public. The non-profit agencies at the meeting requested that the committee use sensitivity in creating a “tag line” so that it won’t give a negative connotation to their organizations.

XIII. Adjournment. Meeting was adjourned at 2:39 PM

Submitted by Christine Fruitman,
Executive Assistant, Enterprise Procurement Services

Date

APPROVED BY THE COMMITTEE



4/12/06

Jean A. Clark, Chair

Date